



COMDTINST 1800.5C

COMMANDANT INSTRUCTION 1800.5C

Subj: U. S. COAST GUARD RETIREE COUNCIL PROGRAM

1. PURPOSE. This Instruction describes the Retiree Council Program, outlines council purposes and objectives, describes procedures for council formation, identifies funding responsibility, and explains the relationship between the Coast Guard and local/national retiree councils. This Instruction is intended for use by all servicemembers who have an interest in the Coast Guard Retiree Council Program.
2. ACTION. District commanders, commanders of maintenance and logistics commands, commanding officers of integrated support commands, and unit commanding officers shall, consistent with resources availability, provide meeting space, office equipment, and supplies necessary for preparation of minutes and other correspondence (newsletters) available in areas where there is a desire to establish a chartered local retiree council.
3. DIRECTIVES AFFECTED. Commandant Instruction 1800.5B is canceled.
4. DISCUSSION. The retired community is an integral part of the Coast Guard Family. They have special needs, are affected by congressional legislation, and comprise a valuable resource in representing Coast Guard interests. The Coast Guard must continue to support retired members individually, and the community as a whole. This has been done and will continue through various programs administered by the Commandant. The Retiree Newsletter is the primary direct communication link between the Coast Guard active duty and retirees. The Retiree Council Program, which was formed in 1982 is the primary means of providing feedback to the active duty Coast Guard on the effectiveness of support to its Coast Guard military retiree community.

5. RESPONSIBILITIES.

a. The Commandant will:

- (1) Provide representation in, funding, and administrative support for activities of the National Council of Coast Guard Retirees;
- (2) Prepare and issue charter certificates to local retiree councils upon request.

b. District commanders and commanding officers of Integrated Support Commands shall:

- (1) Encourage and support establishment of local retiree councils;
- (2) Provide appropriate administrative support for activities of the Local Council of Coast Guard Retirees;
- (3) Request address listings in writing from Coast Guard Human Resources Service and Information Center (HRSIC) (RAS) as necessary;
- (4) Request the official charter of a local council when both the command and prospective council members are ready; and
- (5) Generally pursue this program with vigor and in line with the concepts outlined in enclosure (1).

c. Human Resources Service & Information Center (HRSIC) (RAS)

- (1) Ensure continuing coverage of this program and its progress in the Retiree Newsletter;
- (2) Provide retiree address listings to Coast Guard commands upon written request.

/s/ Thomas F. Fisher
Acting Director of
Personnel Management

Encl: (1) USCG Retiree Council Program Concept

U. S. COAST GUARD RETIREE COUNCIL PROGRAM CONCEPT

1. Council Purposes and Objectives. Listed below are a number of council purposes which should not be construed to preclude new or previously unrecognized purposes and objectives:
 - a. Foster communications between the active duty and retired components of the Coast Guard.
 - b. Provide the Coast Guard with an insight into the problems and needs of all retirees, their dependents, and widows/widowers at local and national levels.
 - c. Receive information from the Commandant regarding legislation and Coast Guard policies which affect retirees, and to influence the development of policy by providing the Coast Guard with council input.
 - d. Assist in development of public support for Coast Guard programs.
 - e. Assist retirees with resolution of problems associated with the active-retired relationship.
 - f. Present and provide a forum to discuss items of major interest to retirees.
 - g. Hold group sessions to discuss and make recommendations and proposals that enhance the relationship between the active duty and retired communities.
 - (1) Develop more proactive liaison with local Coast Guard retiree council chairpersons.
 - (2) Develop Coast Guard Retiree Council vision statement.
 - (3) Improve program visibility through submission of articles to the Retiree Newsletter published by the Human Resources Service and Information Center (HRSIC).
 - (4) Review Retiree Council Program for "value added" position and purpose.
 - (5) Develop and coordinate use of Retirees as a valuable recruiting resource.
 - (6) Establish Retired Affairs Offices, Retiree Services Offices staffed by retiree volunteers at major Coast Guard installations.
 - (7) Develop strategies to keep Coast Guard retirees interested and involved in the Coast Guard.

Encl. (1) to COMDTINST 1800.5C

- (8) Develop comprehensive easy to access and understandable survivor benefits
 - (9) counseling tools and packages for retirees.
 - (10) Develop active Coast Guard Retiree Web Page.
 - (11) Promote improved understanding of ongoing military health care issues throughout the entire retired community.
 - (12) Establish liaison with other Directorates that have impact on Coast Guard Retiree benefits.
- h. Establish liaison with other Service-affiliated organizations (TROA, FRA, ROA, NAUS, CWOA, CPOA, etc.), thereby furthering the above listed objectives.

2. Organization.

- a. The National Council of Coast Guard Retirees was chartered in July 1982, and consists of a national chairperson appointed by Commandant (G-WP), and the chairpersons of the chartered local retiree councils. General organization information is shown below.
- (1) The Chairperson will be appointed by Commandant (G-WP). The term as the Chairperson of the National Coast Guard Retiree Council will normally be for a period of not more than three years, unless specified by Commandant (G-WP) and detailed in the appointment letter.
 - (2) The National Council will consist of the Local Retiree Council Chairpersons (or their designated representative).
 - (a) Local retiree councils may be formed at district offices, integrated support commands, major district units, and major Headquarters units where sufficient numbers of Coast Guard services and/or a sufficient number of retirees dictate a need.
 - 1. The local council will consist of 10 or more members; representing if possible, all categories of retirees; officer, enlisted, disabled, minority, reservists in receipt of retired pay, gray area reservists, and widow/widowers of Coast Guard/Coast Guard Reserve retirees.
 - 2. Local council chairpersons will be designated by district commanders, commanders of the maintenance and logistics commands, commanding officers of integrated support commands, or installation commanding officers in response to nominations submitted by the local council concerned. The term as the

Chairperson of the Local Council will normally be for a period of not more than three years.

3. Local council members will be appointed by the respective Chairperson in response to nomination submitted by the local Coast Guard retiree community. Council member service terms will normally be for a period of not more than three years.

3. Meetings and Communications.

- a. The Coast Guard National Retiree Council will meet at least annually to provide a strong and organized link between the retired community and the Commandant.
 - (1) Representation from Commandant (G-WP) will be present at all meetings.
 - (2) Minutes/recommendations will be prepared and submitted to Commandant (G-W). Excerpts of the minutes will be provided to the entire retired community through the Retiree Newsletter.
 - (3) Items submitted for consideration to Commandant (G-W) will be addressed in a reply to the National Retiree Council Chairperson. The reply will also be published in the Retiree Newsletter.
 - (4) The chairperson of the National Retiree Council will represent the Coast Guard at annual meetings of the Navy, Army, and Air Force Retiree Councils, and provide input on matters of interest to Coast Guard retirees.
- b. Local councils will meet twice a year or more frequently, if necessary. The local council assists the unit commanding officer in developing a strong communication link between the retired community and the unit.
 - (1) The council meeting minutes will be prepared and submitted to the local commanding officer. The local commanding officer will review and forward the minutes to the National Retiree Council and Commandant (G-W).
 - (2) The chairperson of a local retiree council may represent the Coast Guard at meetings of the Navy, Army, and Air Force regional retiree council meetings to provide input on matters of interest to their respective Coast Guard retired community.
 - (3) District commanders and commanding officers will periodically encourage retirees to submit ideas, suggestions, and recommendations on subjects of interest to the local council.

Encl. (1) to COMDTINST 1800.5C

- (a) Items submitted which are of a local interest will be resolved at the unit/local council level.
- (b) Items which are beyond the commanding officer's jurisdiction and which have not previously been considered by the National Council will be forwarded to the National Council Chairperson by the local command with a copy forwarded to Commandant (G-W).

1. Local council meetings serve to:

- a. Exchange ideas on matters concerning retiree entitlements;
- b. Consolidate support on issues that arise during the meetings;
- c. Coordinate the activities of council members to wield greater influence on matters of mutual concern; and
- d. Make recommendations to the local command and Commandant (G-W).

4. Administrative Support.

- a. Commandant (G-WPM) will coordinate space and equipment for meetings of the National Coast Guard Retiree Council and support travel and administrative expenses related to official Coast Guard business.
- b. HRSIC (RAS) will provide retiree address listings of retirees (selected by ZIP Code groupings) to host commands and associated retiree councils upon written request.
- c. District commanders, commanders of maintenance and logistics commands, commanding officer of integrated support commands, and unit commanding officers shall provide appropriate support necessary to make meeting space, office equipment, and supplies necessary for preparation of minutes and other correspondence (newsletters) available to chartered local retiree councils.

5. Council Development.

- a. District commanders and unit commanding officers are encouraged to stimulate and direct the interest in this program to local retirees. This can be done in a number of ways, such as local newsletters, flyers in non-appropriated fund activities (NAFA), exchanges (CGES), commissaries, word of mouth, etc.

Interest in the program will be greatly facilitated if the command solicits the help of the highly active and visible retirees in the area. The Retiree Newsletter will continue to give wide coverage to this program and its growth.

- b. A request from the command to officially charter the prospective local council may be submitted upon development of the interest among local retirees. This request should be made to Commandant (G-WPM) by letter via the chain of command. Commandant (G-W) will issue a charter certificate, suitable for framing, to be presented with appropriate ceremony officially chartering the local retiree council.

U.S. Department
of Transportation

**United States
Coast Guard**

2100 Second St., S.W.
Washington, D.C. 20593

Official Business
Penalty for Private Use \$300